



Richland County Courthouse

**RICHLAND COUNTY  
DEPARTMENT OF BUILDING REGULATIONS**

1495 WEST LONGVIEW AVENUE • SUITE 202A

MANSFIELD, OHIO 44906 Phone • (419) 774-5517 Fax • (419) 774-6317

[www.richlandcountyoh.us/c&p.htm](http://www.richlandcountyoh.us/c&p.htm)

**SANITARY SEWER CONTRACTOR REGISTRATION CHECKLIST**

The following are requirements needed to register as a Sanitary Sewer Contractor with Richland County. Complete and submit the attached application along with the required documents and registration fee to our office. Please make checks payable to Richland County Wastewater.

***Registration requirements:***

- Proof of employment in the field of sewer construction for a minimum of four (4) years. Acceptable forms of proof include but are not limited to a resume indicating prior work experience with dates and details of work performed or copies of current and former registrations as a Sanitary Sewer Contractor from other jurisdictions.
- Certificate of Insurance including property damage, general liability, auto, and workmen's compensation.
- A bond, executed to the Richland County Board of Commissioners. Please find an executable bond attached to this checklist.

***License fees are as follows:***

- For new licenses or expired licenses more than one (1) year old, the registration fee is \$100.00.
- For renewal licenses, the registration fee is \$25 per year.
- Please make checks payable to Richland County Wastewater
- All licenses expire December 31<sup>st</sup> of the year obtained.

For questions, please call (419) 774-5517, Monday-Friday, 8:00 am – 4:00 pm.



**SANITARY SEWER CONTRACTOR REGISTRATION  
RICHLAND COUNTY, OHIO**

**APPLICANT'S NAME** \_\_\_\_\_

**APPLICANT'S ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S PHONE NUMBER** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CORPORATION** \_\_\_\_ **PARTNERSHIP** \_\_\_\_ **SOLE PROPRIETORSHIP** \_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_

*(SIGNATURE OR SIGNATURES MUST BE THE SAME AS ON BOND)*

**INCLUDE THE FOLLOWING:**

**WORK EXPERIENCE**

**CERTIFICATE OF INSURANCE**  **DATE OF EXPIRATION** \_\_\_/\_\_\_/\_\_\_

**WORKMAN'S COMPENSATION**  **DATE OF EXPIRATION** \_\_\_/\_\_\_/\_\_\_

**BOND**

**APPROVAL** \_\_\_\_ **DATE OF APPROVAL** \_\_\_/\_\_\_/\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

**APPROVED BY** *(RICHLAND COUNTY OFFICE ONLY)* \_\_\_\_\_

**AMOUNT OF FEE PAID** \$ \_\_\_\_\_

**BOND**

KNOW ALL MEN BY THESE PRESENTS, That we \_\_\_\_\_  
of \_\_\_\_\_, Ohio, as Principal, and \_\_\_\_\_  
as Surety, are held and firmly bound unto the COUNTY OF RICHLAND, OHIO in the sum of TWO  
THOUSAND DOLLARS (\$2,000.00) the payment of which, well and truly to be made, we jointly and severally  
bind ourselves, our heirs and administrators.

WITNESS OUR HANDS AND SEALS this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that whereas \_\_\_\_\_  
\_\_\_\_\_ has this day been certified by the COUNTY OF RICHLAND, OHIO in  
accordance with resolution adopted December 30, 1985, Sewer User Rules and Regulations, to perform  
SEWER CONNECTIONS in said COUNTY, COMMENCING ON THE \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_. Each such license or renewal thereof shall be valid until December 31 of  
the year in which issued.

Now if the said \_\_\_\_\_ shall well and faithfully indemnify  
and save harmless any person, firm, corporation or the COUNTY OF RICHLAND, OHIO from all loss and  
damages that may be occasioned from negligence or from the failure to comply with all ordinances, regulations,  
and statutes of the State of Ohio and the COUNTY OF RICHLAND, OHIO, relating to drain and sewer  
connections and street openings, then this obligation shall be void; otherwise it shall be and remain in full force  
and virtue.

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PRINCIPAL  
BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

BY: \_\_\_\_\_  
ITS ATTORNEY-IN-FACT